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NASA Procedural Requirements

COMPLIANCE IS MANDATORY

NPR 3300.1B

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Request Notification of Change

(NASA Only)

Subject: Appointment of Personnel To/From NASA

Responsible Office: Office of Human Capital Management

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Chapter 8. Interagency Detail of Civilian Employees

8.1 Responsibility

8.1.1 The detail or extension of details of NASA employees to the White House requires the approval of the Administrator.

8.1.2 The detail or extension of details of NASA employees to Congressional committees or Congressional staffs requires the approval of the Office of Legislative and Intergovernmental Affairs.

8.1.3 The detail or extension of details to international organizations shall be coordinated with the Office of External Relations.

8.1.4 The nonreimbursable interagency detail of employees requires the approval of the appropriate appointing authorities, in coordination with the responsible officials of other agencies and departments (e.g., the Human Resources and Security Offices).

8.2 Introduction

8.2.1 The detailing of civilian personnel, whether reimbursable or nonreimbursable, from other Federal agencies and departments to NASA and from NASA to other Federal agencies and departments is to be mutually beneficial to the organizations involved and should be kept to an essential minimum and within the shortest practicable time limits.

8.2.2 All actions taken under these authorities are subject to review by the Agency Office of Human Capital Management.

8.3 Procedures

8.3.1 The gaining agency or department shall perform the following:

a. Prepare the request and obtain approval. The request shall contain the following information about the detail:

(1) The employee's name.

(2) Title.

(3) Grade and salary.

(4) Location of current and proposed assignment.

(5) Reimbursement or nonreimbursement information.

(6) Required security clearance information.

(7) Need for the detail.

(8) A statement of work to be performed or a position description.

(9) Duration (beginning and ending dates) of the detail.

b. Notify the appropriate security officer of arrival and departure of the detailee.

c. If reimbursable, process a purchase request to transfer funds upon completion of a satisfactory detail.

d. Provide any required travel orders (unless otherwise provided for in the agreement).

e. Submit time and attendance reports to the losing agency or department.

8.3.2 The losing agency or department shall:

a. Agree to the request.

b. Document the assignment (if over 30 days) in the detailed employee's official personnel folder.

c. Maintain time and attendance reports, and pay the detailed employee.

d. Maintain appropriate contact with the detailed employee.

8.4 Reporting Requirement

8.4.1 Regardless of whether the detail is reimbursable or nonreimbursable, the employee is counted in the Monthly Report of Full-Time Equivalent/Work Year Civilian Employment

(SF-113G) of the losing agency or department. This is not negotiable in interagency agreements.

8.4.2 Center Human Resources Offices shall maintain records on incoming and outgoing details for a period of two years beyond the ending date of the detail. The information shall include:

a. Name of detailee.

- b. Organization to which detailed (if a NASA employee) or organization from which detailed (if a non-NASA employee).
- c. Period of detail.
- d. Whether or not the detail was reimbursable.

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